

Special Purpose Bus Driver Training 2009

Moodle Login Tutorial

Please use these directions as a guide to logging into the Indiana Department of Education Moodle Online Learning server.

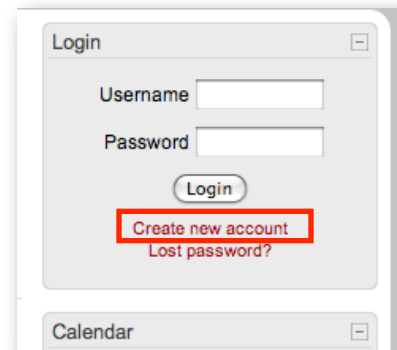
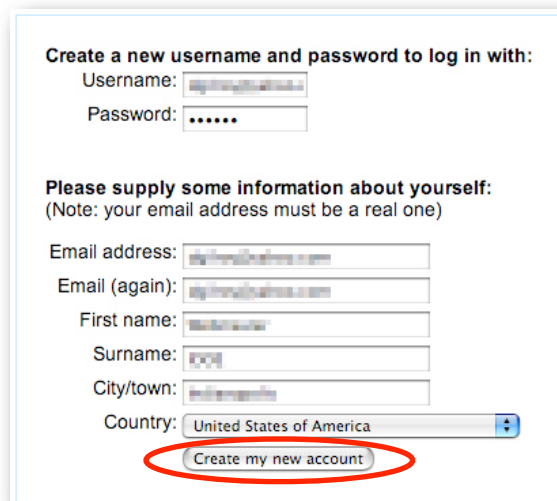
Go to this web address:

<http://moodler.doe.state.in.us>

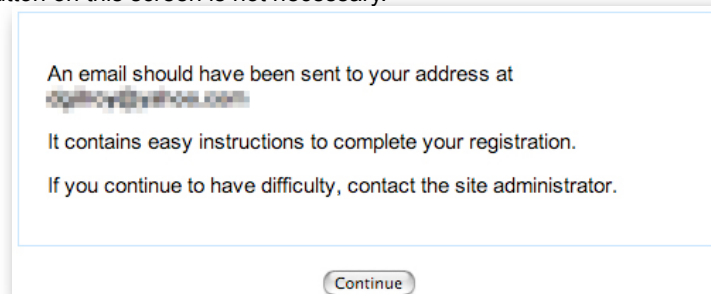
1. The user will be greeted with this screen. Note the box in the upper, right corner of the screen reading Login. The user will want to click the link just below the Login button reading "Create new account".

2. You will get the screen shown below. Fill in all the information requested. You are allowed to create your own personal username and password. If the username is already taken, you will be prompted by the system to choose another username. A valid email address is required to create a new account on Moodle because many of the features (lost password, messages from the coordinator) rely on an email address. If you do not have an email address, perhaps this would be a good place to stop your registration and get an email address either through your organization or a web site like www.yahoo.com or www.google.com.

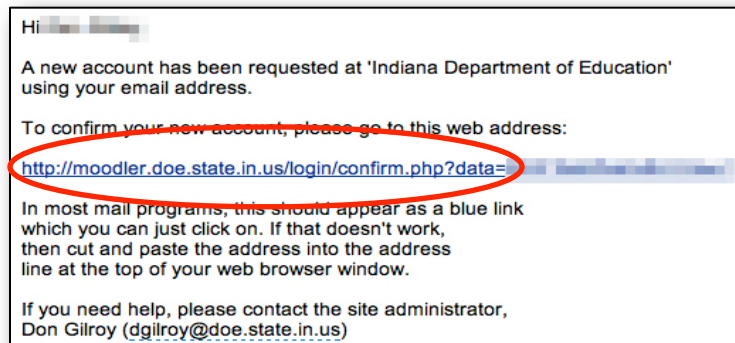
When you have filled in all the blanks, click the "Create my new account" button.

A screenshot of the Moodle login page. It features a 'Login' button and a 'Create new account' link, which is highlighted with a red rectangle. Below the login fields, there is a 'Lost password?' link. A 'Calendar' button is visible at the bottom.A screenshot of the Moodle 'Create a new username and password to log in with:' screen. It includes fields for Username, Password, Email address, Email (again), First name, Surname, City/town, and Country. The 'Create my new account' button is circled in red.

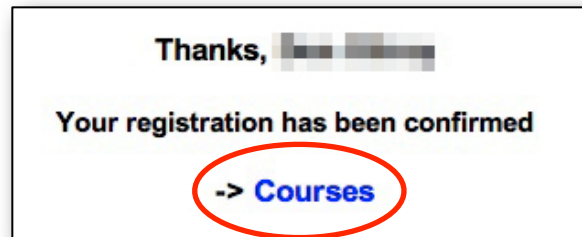
3. Read this screen carefully. You are being asked to go to check your email to continue the registration process. We do this for security reasons. This helps prevent people from signing up other people without their permission. Clicking the Continue button on this screen is not necessary.

A screenshot of the Moodle email verification screen. It contains text informing the user that an email has been sent to their address and contains instructions to complete registration. A 'Continue' button is at the bottom.

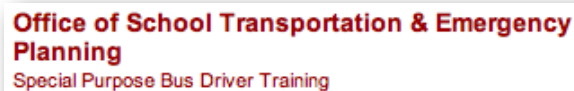
4. The email you receive may look like the one found below. Read it thoroughly and click the link within the email. If the link is not "clickable" copy it, paste it into the location field of your web browser and hit "Return" on your keyboard.



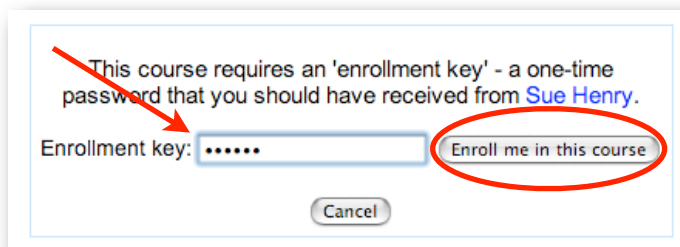
5. When you click the link in the email, you should be sent back to our Moodle Server and see a screen resembling that found below. Click the link that reads Courses.



6. You'll see a list of courses offered on this server. You are going to be entering the "Special Purpose Bus Driver Training" so click the link for that course.



7. Since we don't want just anyone entering this course, we have locked it with an enrollment key. The enrollment key for this class should have been emailed to you. Type the key into the box labeled Enrollment key. Then click on Enroll me in this course.



8. Next you should see the class page which looks like this.

Congratulations!

You have created a new account on our server and you have successfully enrolled yourself in the **Special Purpose Bus Driver Training**.

